



INSTITUTIONAL
COMMODITY
SERVICES

Our Buying Power, is Yours

An ICS Exclusive Staples Program

**Take advantage of your
member benefits**





Take advantage of your member benefits.

Save time and budget dollars with Staples.

As an entity that is part of the Brooklyn Diocese, your parish/school has access to an exclusive Staples program.

Real bottom-line impact.

On behalf of the Brooklyn Diocese, **Institutional Commodity Services (ICS)** has negotiated low pricing with Staples on a wide variety of products.

More of what your church, school and workplace needs.

See the next page for a sampling of everything Staples offers including Office products, classroom supplies, cleaning supplies, safety and first aid items, technology, furniture, coffee, snacks and more.

Buying power without any membership fees.

The program is based on the collective membership's buying power, so you save more than what you could as an individual organization.

An expert by your side.

A dedicated Account Manager along with product experts who will work to find additional efficiencies and savings for you.

Risk-free and easy.

There are no fees or commitments. **Institutional Commodity Services** has already negotiated the contract so you can start saving!

This program is available only through StaplesAdvantage.com and not through other sites such as staples.com.

To register, visit the ICS website at www.nyics.org/brooklyn-and-queens-staples-signup-1.

For Staples questions, contact Danielle.Christen@Staples.com, your Inside Account Manager.



ICS INSTITUTIONAL
COMMODITY
SERVICES
Over 75 years of service to the Church

Everything your organization needs, *delivered.*



Office Products & Educational Supplies

Everything you know Staples offers - writing instruments, paper, toner and ink, filing products, organization materials and more. The products your staff needs to do their job are available through your customized Staples program.



Furniture

From one chair to a full room, Staples offers trusted manufacturer lines, commercial-grade furniture, and consultative support to ensure your space works for everyone. This isn't the same furniture sold in the retail stores, and we can help you with best practices for all your furniture needs.



Technology Products & Services

Whether you're shopping for a computer or peripheral or developing tech solutions for your entire organization, look to Staples. Your program offers easy online tech shopping, fast and free delivery, dedicated product expertise, responsible tech recycling services and more.



Cleaning Supplies, First Aid & Safety, Mailing Supplies

From general convenient cleaning items to a full line of chemicals, cleaning equipment and paper goods, Staples sells billions of dollars annually in facilities products. **We offer several lines of eco-conscious cleaning chemicals and products.** Staples can also help drive wellness and safety throughout your locations and all buildings and help you with any mailing supplies you need.



Coffee, Water and Breakroom Supplies

Our breakroom offering provides consistent and up-front service and a customized solution that's specific to your needs. Take advantage of easy online ordering of the brands everyone loves with free and fast delivery and no fuel charges. We offer customized coffee and water programs with no hidden lease fees.



Quick Print Services

Through your StaplesAdvantage.com account, upload digital files and select printing and finishing options for your project. You can pick up your printed order at your local U.S. Staples store, or have it delivered. Visit "Print & Marketing" under the Products menu to learn more.

Click on a topic above to learn more at [StaplesAdvantage.com](https://www.staplesadvantage.com).





Staples offers products perfect for the classroom.

Staples is a trusted source for items that will help bring your projects and lesson plans to life and make your school day a little easier.

Along with office products and class packs of school supplies, Staples offers technology items, furniture and storage solutions, arts and crafts items, cleaning supplies, supplemental educational products, and supplies to help keep everyone healthy and safe.

The [Staples School Supply Catalog](#) is now available. This interactive digital document allows you to flip through and view various categories and products for K12.

Visit the [Staples Education Center](#) to learn more about all that Staples offers for schools.



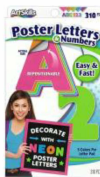
Technology
Items



Interactive
Whiteboards



Air
Purifiers



Classroom Décor
& Posters



Calculators
& Accessories



Cleaning and
Disinfecting Supplies



Furniture and
Modular Products

For questions and assistance, reach out to Danielle.Christen@staples.com.



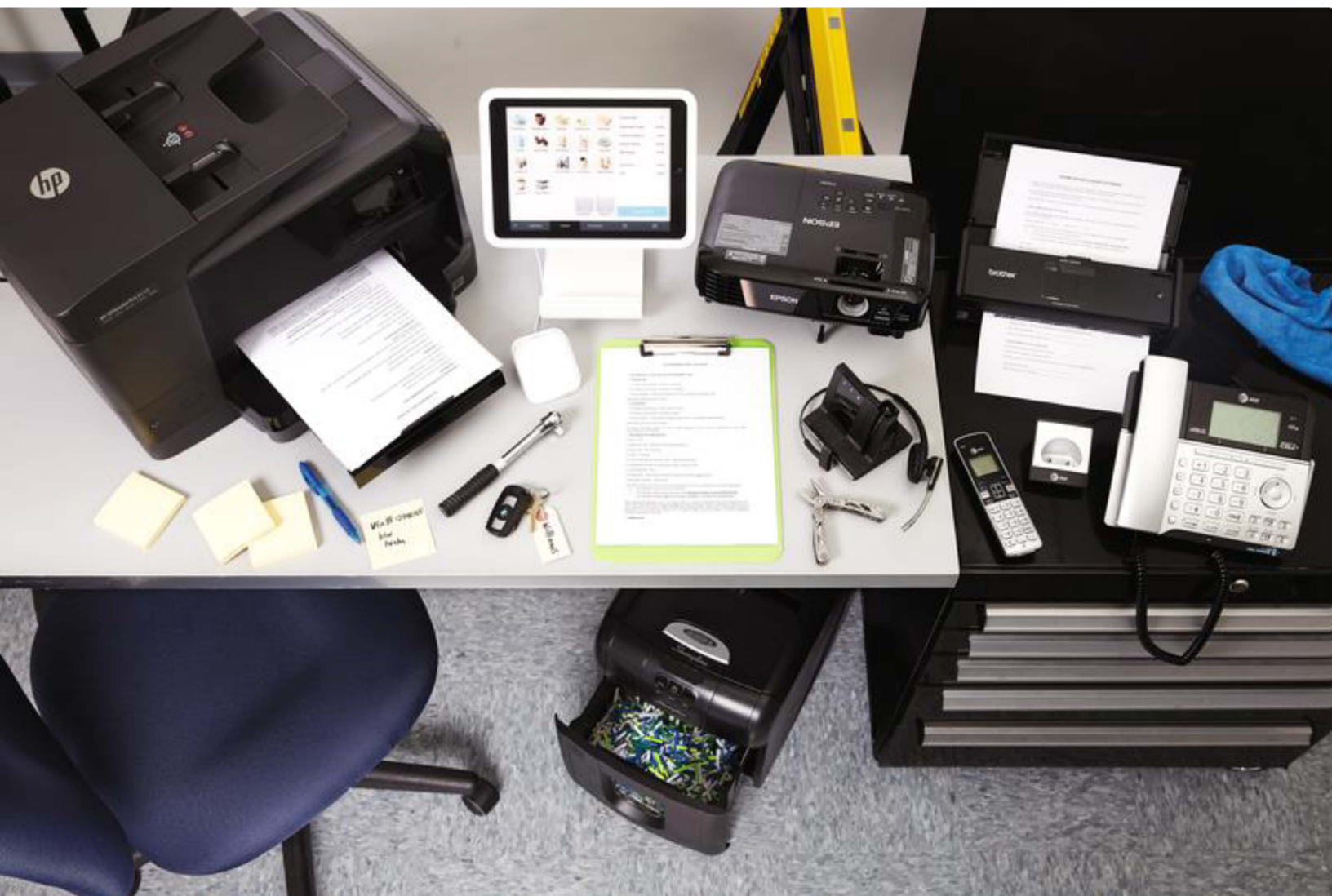
Furniture for every space and need.

Selecting furniture products for a productive, welcoming atmosphere means more than just random items from a website. It's having access to the right quality products that meet your organization's needs and having them delivered when and where you need it. The right products improve workflow, encourage collaboration and support workplace initiatives – no matter where people are working.

Whether you need a single chair, a classroom or office upgrade, or a furniture refresh for multiple spaces, we're here every step of the way – from selecting product to online ordering and reliable delivery.

Staples can help bring your vision to life, with over 450 furniture manufacturers and commercial-grade furniture options not found in Staples retail stores. **Learn more about furniture on [StaplesAdvantage.com](https://www.staples.com/staplesadvantage).**

For questions and assistance, reach out to Danielle.Christen@staples.com.



Great selection and great prices on everything tech.

While best known for office supplies, Staples offers so much more. One area of expertise is in technology items – from ink and toner supplies to computers, Chromebooks and peripherals.

The Brooklyn Diocese has access to a robust selection of items from well-known national manufacturers through the Institutional Commodity Services (ICS) program with Staples. You'll save time ordering through the same vendor as you do office supplies, and you'll save money overall through discounted pricing.

Shop Staples for items such as:

Printers
Headsets and Speakers
Projectors
Wearable Tech
Flash Drives and Hard Drives

Ink and Toner
Monitors
Webcams
Keyboards and Mice
Cables and Accessories

Laptops and Chromebooks
Desktop Computers
Tablets
Shredders
Power Strips and Adapters

Staples can help source the right laptop, desktop or Chromebook, with guidance and expertise on the best selection for your budget and timeframe. Volume discounts may apply. Contact Danielle.Christen@staples.com for assistance.

Everyday technology items and accessories are available on [StaplesAdvantage.com](https://www.staplesadvantage.com).

See next page >

We're focused on your facility.

With an average of 15 years of on-the-job experience in buildings just like yours, our facility specialists have seen it all — and can help you solve any issue.

From professional-grade janitorial supplies to touchless systems and dispensing solutions, Staples has the brands your trust and the assortment you need to get it done. We'll help you cut labor and ordering costs to help you optimize your entire operation.

For questions and assistance, contact
Danielle.Christen@staples.com.





A stocked breakroom can make all the difference.

Help everyone recharge throughout the day.

Your Staples program offers an easy way to order coffee, sweeteners and creamers, snacks, cups, cutlery and paper goods and more.

Whether you need a single-cup or a batch-brew machine, Staples also offers a no-charge brewer lending program to help you create a breakroom that keeps everyone refueled and refreshed.

- Order at the same time you order office supplies and other products
- Brewer program includes Installation, preventive maintenance and annual filter change
- Breakroom water filtration systems available
- Dedicated customer service team to answer all your questions
- Competitive pricing and savings on supplies
- One easy invoice with none of the wholesale club hassles
- Customized reporting for efficiency

Reach out to Danielle.Christen@staples.com to learn more.



Professional printing on your schedule



Use Quick Print on [StaplesAdvantage.com](https://www.staplesadvantage.com)

Looking for an easier way to print presentations, flyers, brochures and more? With Quick Print, just upload your files and configure your documents by choosing your printing and binding options. Then get your finished project delivered or pick it up at any Staples® store.

You can count on Quick Print for professional-looking printing at competitive prices, and it's all part of your existing program.

SELECTION

Presentations, flyers and brochures
Posters, banners and more

OPTIONS

For smaller jobs: Same-day or
next-day in-store pickup
For larger jobs: Get it delivered in
3-5 business days

CONVENIENCE

Mobile friendly, easy online ordering
One stop for your printing and office essentials

PROGRAM BENEFITS

Consistent and competitive pricing
Consolidated billing and reporting

To learn more, visit "[Print & Marketing](#)" under the Product category menu on [StaplesAdvantage.com](https://www.staplesadvantage.com).

Contact Danielle.Christen@staples.com for questions and assistance.



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...Our mission is to serve all of the parishes, schools, and Catholic institutions in the New York tri-state area by connecting those entities with vendors that can deliver merchandise and services at the most competitive prices.

ICS TEAM

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